

Copy Paper and Paper Supplies

Covered Products

This specification covers all copy paper and other paper supplies purchased by each covered State agency or authority (affected entity). This specification does not cover janitorial paper products, including toilet paper, paper towels, toilet seat covers, facial tissues, table napkins, and paper wipers, as well as related dispensing equipment. Janitorial paper products are covered by a separate specification.

Definitions

100% post-consumer recycled content— means only those products, packages or materials generated by a business or consumer which have served their intended end use as consumer items, and which have been separated or diverted from the waste stream for the purposes of collection and recycling as a secondary material feedstock but shall not include waste material generated by the manufacturer or converter during or after the completion of a manufacturing or converting process.

Process chlorine-free – recycled paper that is processed into new paper without the use of chlorine or chlorine derivatives.

Specifications

Affected entities shall, to the maximum extent practicable, purchase copy paper and other paper supplies that meet the following criteria:

- Composed of 100% post-consumer recycled content
- Be process chlorine-free

Affected entities shall, to the maximum extent practicable, print all publications to meet the following criteria:

- Printed on 100% post-consumer recycled content paper
- Where paper with 100% post-consumer content is not available or does not meet the form, function, and utility needed, then use the highest percentage of post-consumer recycled content available for that use case
- Any non-recycled content shall be derived from sustainable managed renewable resources

In addition, affected entities shall use their best efforts to use vendors that follow the specifications.

Packaging

Packaging shall comply with Environmental Conservation Law section 37-0205. Packaging shall not contain inks, dyes, pigments, adhesives, stabilizers, or any other additives to which any lead, cadmium, mercury, or hexavalent chromium is intentionally

added or contain incidental concentrations of lead, cadmium, mercury or hexavalent chromium which together are greater than 100 parts per million by weight (0.01%).

New York State encourages affected entities to adopt the following in order of preference when purchasing items that come in packaging:

- Items that do not need packaging, or the packaging is part of the product.
- Items that come in reusable packaging.
- Items that come in bulk packaging.
- Items that come in innovative packaging that reduces the amount of packaging.
- Items where the manufacturer/vendor adapts standard packaging practices to adhere to preferences requested by the purchaser that are reusable, recyclable, or omitted when not needed.
- Items that come in packaging that remains the property of the supplier and does not become the property of the end user under any circumstance or condition. The vendor shall certify that the packaging material will be reused, recycled, or composted, and managed in compliance with applicable local, state, and federal laws.
- Items that come in packaging that maximizes recycled or biodegradable (compostable) content and/or meets or exceeds the minimum post-consumer content level for packaging in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines. Biodegradable products should only be used in areas where a composting facility exists that accept the material.
- Items that come in Packaging that is recyclable or biodegradable (compostable). Biodegradable products should only be used in areas where a composting facility exists and will accept the material.